

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

2 February 1983 - 1000 Hours



25X1

PRESENTER


Opening Remarks

Daniel C. King, D/L

Objectives



Consolidate Agency Metropolitan Washington Area Activities

Provide Management Information on the Upgrade 

Establish Procedures to Execute Payments in Accordance with
the Prompt Pay Act

Improve the Physical Environment and Quality of Food and
Service in the Executive Dining Room

Design Methods to Improve Responsiveness to Furniture Requirements



Conduct a Pilot Quality Circle Program

Closing Remarks

Daniel C. King

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SD 25X1
C/PMS
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/LSD
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Office: OL/BPS
 Objective Statement: Consolidate Agency Metropolitan Washington Area Activities
 Responsible Officer:
 Significant Funding Amount: 83
 Quarter Ending: 31 December 1982

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Contract for A-E Design Services	0	-----	X									
2. Complete Building Program				0								
3. Complete Concept Schematic Design and Cost Estimate						0						
4. Complete Final Schematic Design and Cost Estimate								0				
5. Complete Preliminary Design and Cost Estimate												0

Office: OL/SD

Objective Statement: Provide management information on the upgrade

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

25X1

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades	O-----X											
Provide status reports on progress of the upgrade to management.			0			0			0			0

25X1

Office: OL/PMS & SD
 Objective Statement: Establish procedures to execute payments in accordance with PL 97-177, X — Actual
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 85
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Establish contractual terms and conditions and internal procedures to ensure prompt payment of Contractors' invoices (OL/PMS).												
Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	OX											
Develop internal instructions to Contracting Officers regarding the implementation of the joint OF and OL Notice regarding prompt payment of invoices.	OX											
Develop new contract clauses regarding invoicing, receiving, and test and inspection.	OX											
Add enhancements to CONIF to ensure prompt payment of invoices and assist in monitoring the receipt of supplies and services, identifying the type of payments clause in each contract, adding the COTR's Division and phone number to CONIF, interfacing with ICS, monitoring the issuance of inspection reports and withholding clauses of applicable contracts thru CONIF.	O-----X											
Review the effectiveness of the procedures for prompt pay and revise as necessary.				0								

Office: OL/PMS and OL/SD
 Objective Statement: Establish Procedures to Execute Payments in Accordance with
 Responsible Officer: PL 97-177, Prompt Pay Act
 Significant Funding Amount: \$ FY 85
 Quarter Ending: 31 December 1982

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
II. Establish procedures for the expeditious processing of receiving reports to OF (OL/SD).												
Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act (P.L. 97 77).	OX											
Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete.				O								
Devise follow-up procedures for direct vendor contact via phone.		OX										
Establish interface between ICS and CONIF data systems.					O							O
Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.					O							

Office: OL/LSD
 Objective Statement: Improve the physical environment and the quality of food and service
 Responsible Officer: in the Executive Dining Room
 Significant Funding Amount: \$ Robert E. McGraw
 Quarter Ending: FY

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			OX									
Present a proposal for improvement to management				0								
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						0						

Office: OL/SD
 Objective Statement: Design Methods for Improving Responsiveness to Furniture Requirements
 Responsible Officer:
 Significant Funding Amount: \$ FY 83
 Quarter Ending: 31 December 1982

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a task force to conduct a study on current procedures for acquiring furniture.		OX										
Define problem areas.					O							
Develop proposed alternatives to correct problems.							O					
Implement approved methodologies.										O		

Office: OL/PD
 Objective Statement: Improve Logistics Support
 Responsible Officer:
 Significant Funding Amount: \$ Unknown FY
 Quarter Ending: 31 December 1982

O — Scheduled
 X — Actual
 Action (revised)

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Catalog support A. By function B. By organizational element C. By source (official or nonofficial)				OX OX OX								
II. Catalog existing inefficiencies/problem/shortfalls resulting from the way we presently A. From user viewpoint B. From OL provider viewpoint				OX OX								
III. Conceptualize alternative means of providing support operations, including: A. Skills B. Organizational home C. Authorities				OX OX OX OX								
IV. Recommendations to D/L					0							
V. Implement recommendations					0							
VI. Follow-up						0			0			0

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Office: OL/P&PD
 Objective Statement: Conduct a Pilot Quality Circle Program in OL/P&PD
 Responsible Officer:
 Significant Funding Amount: Y 83
 Quarter Ending: 31 December 1982

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct research		OX										
2. Define requirement		OX										
3. Build management support		OX										
4. Organize Steering Committee/Select Administrative Coordinator(s)		OX										
5. Contract for a consultant		OX										
6. Conduct a Quality of Worklife Survey		OX										
7. Develop Implementation Plan			OX									
8. Publicize program and solicit volunteers			OX									
9. Conduct training			OX									
10. Initiate pilot program			OX									
11. Consultant assessment survey						O			O			
12. Facilitator-Steering Committee status review				O	O	O	O	O	O	O	O	O
13. Pilot program final report												O